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**From:** Fausett, Gary (DPH)  
**Sent:** Thursday, August 25, 2011 12:04 PM  
**To:** Borne, Alan (DPH); Jenner, Jennifer (DPH); Clemmer, Jill (DPH); Hannon, Bruce (DPH); Gu, Jane X. (DPH); Noddin, Linwood (DPH); Kane01, Peter (DPH); Servizio, Paul (DPH); Piro, Peter (DPH); Connolly, Lawrence; Hemsworth, Meghan (DPH); Greer, Garry (DPH); Bird, Ciranna (DPH); Belanger, Peter (DPH); Holland, James (DPH); Gauthier, Cheryl (DPH); Swanson, Tanya (DPH); Davenport, Russell (DPH); Elvin, Paul (DPH); Borne, Deborah (DPH); Noonan, Corrie (DPH); Kazianis, Arthur (DPH); Farris, Michael (DPH); Hennigan, Dennis (DPH); Gonzalez, Yvonne (DPH); Halpern-Smith, Frederic; Konomi, Raimond (DPH); Chen, Karen (DPH); Stinson, Cynthia (DPH); Albrecht, Michael S (DPH); Nguyen, Hieu (DPH); Doan, Kim (OSC); Jones, Christine (DPH); Hennigan, Scott (DPH); Rubin, Alan (DPH); Madden, Mary (DPH)  
**Cc:** Nassif, Julianne (DPH); Smole, Sandra (DPH); Stiles, Tracy (DPH); Caloggero, Dina (DPH); McGuire, Thomas M (DPH)  
**Subject:** supply orders

Hello—

Don't forget that I need a copy of your PO requests whenever you place them. I am not part of the purchasing department and without information from you I don't know when orders are placed. If you're not providing me with either printed or electronic copies at the moment, please resume doing so. I need this information to properly track account expenditures. If you have any questions, just call.

Thanks.

--Gary